

Recommended Checklist for Researchers

The Checklist summarises the key points of good practice in research applicable to all disciplines. It is divided into three parts corresponding to different stages of a research project, from start to finish. Researchers should only complete the Checklist after reviewing the Standards in the Code of Practice for Research and if necessary, with advice from a member of professional services staff.

PART 1

Before conducting your research, and bearing in mind that, subject to legal and ethical requirements, roles and contributions may change during the research

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| 1 | <input type="checkbox"/> | Does your proposed research address pertinent question(s) and is it designed either to add to existing knowledge about the subject in question or to develop methods for research into it? – inclusive of <ul style="list-style-type: none">● repeatability; reproducibility; replicability;● trustworthiness; credibility; authenticity; and● meta-research |
| 2 | <input type="checkbox"/> | Is your research design and methodology appropriate for your research question(s)? |
| 3 | <input type="checkbox"/> | Will you have access to all the necessary skills, training and resources to do your research? |
| 4 | <input type="checkbox"/> | Have you done a risk assessment and due diligence to check for and mitigate: <ul style="list-style-type: none">● potential risks to your organisation; the environment; the research; or the health, safety and well-being of researchers and research participants● potential risks to research and innovation |
| 5 | <input type="checkbox"/> | Will your research comply with Trusted Research guidelines to protect yourself and the research from potential exploitation, misuse, and theft? |
| 6 | <input type="checkbox"/> | Have you signed all contracts (including collaboration agreements if relevant) before commencing the research and will your research comply with contractual and financial guidelines relating to the project? |
| 7 | <input type="checkbox"/> | Have you agreed the intellectual property? |
| 8 | <input type="checkbox"/> | Has your research had any necessary ethics review, especially if it involves: <ul style="list-style-type: none">● human participants; human material; personal data;● animals (inclusive of non-ASPA, i.e., animals that do not fall under the Animal Scientific Procedures Act 1986); animal materials;● microbiomes; environmentally hazardous agents; or● dual use research of concern (DURC)? |
| 9 | <input type="checkbox"/> | Will your research comply with all legal (including health and safety) and ethical requirements and other applicable guidelines, including those from other organisations and/or countries, if relevant? |
| 10 | <input type="checkbox"/> | Will your research comply with good practice requirements and where relevant, follow open research practices? |
| 11 | <input type="checkbox"/> | Have you agreed how you will disseminate outputs (inclusive of journal articles, conferences, book chapters, pre-prints, registered reports, abstracts, etc.), authorship and contributorship? |
| 12 | <input type="checkbox"/> | Have you considered how your research will comply with any monitoring, audit and data management requirements? |
| 13 | <input type="checkbox"/> | Have you agreed on the roles of all the researchers and responsibilities for management and supervision? |
| 14 | <input type="checkbox"/> | Have all competing interests relating to your research been identified, declared, and addressed? |
| 15 | <input type="checkbox"/> | Where applicable (e.g., clinical trials or systematic reviews), has your research been registered with the appropriate body? |
| 16 | <input type="checkbox"/> | Are you aware of the research misconduct policies of all relevant organisations and know which procedure to investigate research misconduct will take precedence? |

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Part two and three of the Checklist summarises the key points of good practice during the conduct and upon completion of the research. Researchers should review the Standards in the Code of Practice for Research and if necessary, with advice from a member of professional services staff before completing this Checklist.

PART 2

When conducting your research:

- 1 Are you following the agreed design and methods for the project?
- 2 Have any changes to the agreed design, methods, and hypotheses been reviewed and approved, if applicable?
- 3 Are you following best practices to collect, create, produce, compile, store, and manage your research outputs?
- 4 Are agreed roles and responsibilities for management and supervision being fulfilled?
- 5 Is your research complying with any monitoring, audit and appropriate data storage requirements?
- 6 Have you reviewed authorship and contributorship agreements at this stage of the project?

PART 3

When finishing your research:

- 1 Does your research comply with all legal, ethical, and contractual requirements?
- 2 Are agreements relating to intellectual property, publication, authorship, contributorship, international collaboration, and innovation being complied with?
- 3 Will all contributions to the research be acknowledged?
- 4 Will your research and all its findings (inclusive of null results) be reported accurately, honestly, completely, and within a reasonable time frame?
- 5 Will the research outputs be retained in a secure and accessible form and for the required duration?
- 6 Will research outputs be made open, accessible, and of high quality?